

## ***PUBLIC NOTICE***

The City/Town of (city/town)  
will be conducting a public meeting  
on (date) at (time) at (location)  
to provide information about (city/town)  
applying for a  
Drinking Water State Revolving Fund Loan  
for the amount of \$(Loan Amount)  
to build (particular project)  
and the resulting impact on monthly water bills.

Questions prior to the meeting should be directed  
to  
(name)  
at (telephone number).

**PUBLIC INVOLVEMENT REQUIREMENTS AND GUIDANCE  
FOR  
DRINKING WATER STATE REVOLVING FUND PROJECTS**

**The following are minimum requirements for the advertisement for public involvement:**

- The advertisement must be posted at least two weeks (14 days) prior to the meeting and include the following:
  - The date,
  - The time,
  - The place of the meeting,
  - The proposed project's title,
  - The amount of the potential Drinking Water State Revolving Fund loan that the recipient proposes to borrow in order to build the particular project, and
  - The intent to discuss how the loan will impact the monthly water fees.
- The meeting must be scheduled in order to provide the public with the maximum attendance opportunity (weekday evenings after 6:00 p.m. or weekends).
- The notice for the meeting must be distributed in a minimum of one of the following ways:
  - Advertised in a local newspaper,
  - Posted at banks, grocers, post offices, public library, and city hall,
  - Publicized through the local television and/or radio stations, and/or
  - Inserted with monthly water bills.
- Documentation to SRF Loan Program via the Facilities Plan must include the following:
  - A summary (transcript, audio or video recording, etc.) of the public meeting,
  - A copy of the actual newspaper advertisement, and
  - Proof of advertisement from the newspaper (Publisher's Affidavit), radio, and television, as applicable.

**Recommended topics to be discussed at the public involvement meeting include, but are not limited to, the following:**

- A complete description of the project,
- The project schedule,
- The short-term impact versus long-term benefits, and
- The project's impact on drinking water user fees regarding the repayment of the Drinking Water State Revolving Fund loan as well as funding depreciation.

**PUBLIC INVOLVEMENT REQUIREMENTS AND GUIDANCE  
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DRINKING WATER STATE REVOLVING FUND PROJECTS**

A Public Meeting must be held to inform the public of the salient aspects of the planned project and to provide interested parties with an opportunity to comment. The Public Meeting must be advertised at least 14 days prior to the meeting date in order to maximize public participation. Using a minimum of one of the following means, the advertisement must be distributed by being published in a local newspaper, posted at banks, grocers, post offices, public library, city hall, etc., publicized through local television and/or radio stations, or inserted with monthly sewer bills. The advertisement must include the meeting date, time, and location. In addition, the advertisement must specify the amount of the proposed loan and state that the loan will impact the monthly water fees. An example Public Notice is provided below. The meeting must be scheduled on weekday evenings after 6:00 p.m. or on weekends in order to provide the public with the maximum attendance opportunity.

Discussion topics at the public meeting must include, but are not limited to, a complete description of the project, the project schedule, short-term impact verses long-term benefits, and the project's impact on water user fees regarding the repayment of the Drinking Water State Revolving Fund loan as well as funding depreciation. An account of the meeting must be recorded (transcript, audio, or video recording, etc.) and incorporated into the Facilities Planning document submitted to the State Revolving Fund Loan Program. Submissions to the SRF Loan Program must also include a copy of the published advertisement and a Publisher's affidavit from the newspaper, radio station, or television, as applicable.